

**BYLAWS OF THE DEPARTMENT OF MODERN LANGUAGES  
COLLEGE OF LIBERAL STUDIES  
UNIVERSITY OF WISCONSIN-LA CROSSE**

**Adopted October 14, 2009**

## **I. Title with name of department and date of last bylaw adoption**

**Department of Modern Languages**

**By-laws adopted October 2009**

*Note: URLs in these by-laws are provided for convenience and should be reviewed regularly for accuracy.*

## **II. Organization and Operation**

Department members are governed by six interdependent sets of regulations:

1. Federal and State laws and regulations;
2. UW System policies and rules;
3. UW-L policies and rules;
4. College policies and rules;
5. Shared governance by-laws and policies for faculty and academic staff; and
6. Departmental by-laws.

### **II.A. Preamble**

Mission: The ability to communicate across national and linguistic borders has become essential in our globalized world. The mission of the Department of Modern Languages is to help students develop the linguistic, literary and cross-cultural competence necessary to live, work and be lifelong learners in our diverse world.

Objectives:

1. To provide a curriculum that will allow students to develop interpersonal, interpretive, and presentational skills in second language communication.
2. To provide opportunities for students to develop knowledge and understanding of other cultures and to prepare them to function effectively in diverse cultural contexts.
3. To prepare students for graduate study and for careers in teaching and other professions which require the use of second language skills and cross-cultural knowledge.
4. To contribute to the achievement of the University Core student learning outcomes, in particular by developing critical thinking skills and a sense of global responsibility.
5. To develop and promote study abroad programs.
6. To reach out beyond the confines of the classroom by providing opportunities for faculty and students to collaborate with and to serve the larger community (for example, providing professional development for area language teachers, tutoring programs, and expertise in community discussions of cross cultural issues).
7. To foster a climate that encourages continuing faculty growth and development through scholarship.

### **II.B. Meeting Guidelines**

Department meetings will be run according to the most recent edition of Robert's Rules of Order (<http://www.robertsrules.com/>) and WI state opening meeting laws (<http://www.doj.state.wi.us/AWP/OpenMeetings/2005-OML-GUIDE.pdf>, summary at [http://www.uwlax.edu/hr/recruit/Academic\\_Recruitment/OPENMEETING.htm](http://www.uwlax.edu/hr/recruit/Academic_Recruitment/OPENMEETING.htm)).

II.B.1. Departmental meetings are held once a month during the academic year .

- II.B.2. Meetings of individual languages (French, German, Spanish) are also held once a month.
- II.B.3. Additional departmental meetings may be called when the need arises.
- II.B.4. Monthly meetings are scheduled by the department chair. Any member of the department may request that the department chair call a meeting to discuss specific issues. In this case the faculty member or academic staff shall communicate his/her reasons for calling the meeting.

### **II.C. Definitions of Membership & Voting Procedures**

- II.C.1. All faculty members, tenured and probationary, and academic staff with full or parttime appointments are members of the department.
- II.C.2. All tenured and tenure-track faculty, Senior, and Distinguished Lecturers shall be considered voting members of the department of Modern Languages.
- II.C.3. Other Academic Staff may request voting membership by submitting a letter of interest to the chair of the department at the beginning of each semester prior to the first meeting of the Retention and Tenure committee.
- II.C.4. Academic staff voting members will not vote on personnel decisions (retention, promotion, staffing [including supplemental teaching staffing], election of the department chair, etc.) or on any other matters for which voting eligibility is governed by the 1) Board of Regents, and 2) Senate Bylaws or Administrative Policies.
- II.C.5. Faculty and IAS with voting privileges are encouraged to abstain from voting on issues that were discussed at meetings at which they were not present.
- II.C.6. Academic staff may participate in all departmental discussions regardless of voting member status.
- II.C.7. The chair shall prepare and distribute the agenda and all necessary documents in advance to all members of the department.
- C.8. Any member of the department may submit to the chair in advance any issue or concern he/she wishes to have included on the agenda.
- II.C.9. Voting shall be done by voice vote or show of hands unless a roll call vote or secret ballot is requested. Under unusual circumstances, such as a request from the administration for a decision on an important issue during summer session, a vote by email may be used, in which case all eligible members would be asked to vote via email.
- II.C.10. Faculty members or IAS on academic leave are not eligible to vote in absentia; however, Department members or IAS on academic leave may vote if present at the meeting.
- II.C.11. The Chair of the Department shall participate in the voting.

### **II.D. Definitions of Quorum and Majority**

- II.D.1. Two thirds of the faculty members of the Department will constitute a quorum for conducting official business.
- II.D.2. Motions made at departmental meetings will be approved by a simple majority of the members present. (Exception: amendment of Bylaws which requires a 2/3 vote)

### **II.E. Changing by-laws**

- II.E.1. Amendments or additions to bylaws and policies may be proposed to department members for a first reading five days previous to any department meeting.

II.E.2. Proposed changes to bylaws and policies may be adopted at the subsequent department meeting by a two-thirds vote of eligible voting members in the department.

II.E.3. A vote to adopt a change in policies or procedures may occur at the same meeting in which it is proposed if there is unanimous agreement to waive the second reading at a subsequent meeting.

### III. Faculty/Staff Responsibilities

#### III.A. Faculty

Faculty responsibilities are referenced in section IV of the Faculty Senate by-laws entitled "Responsibilities of Departments, Department Members and Department Chairpersons." A complete set of the by-laws are available off the Senate webpage under "Senate Articles and By-laws" <http://www.uwlax.edu/facultysenate/>.

Additional responsibilities include: supervising the Amity Intern Program, providing Study Abroad advising, and participating in Advising Fairs.

#### III.B. Instructional Academic Staff Responsibilities and Expectations

Requests for IAS hiring will be presented to the college dean. The request will indicate one of the standard titles from the lecturer or clinical professor series

<http://www.uwlax.edu/facultysenate/committees/ias/pages/titling.html> and will outline specific duties including teaching and any additional workload. Total workload for IAS is defined as a standard minimum teaching load plus additional workload equivalency activities.

<http://www.uwlax.edu/facultysenate/41st/3-29-07/IAS%20Appendix%20B.htm>.

##### III.B.1 Determination of individual, departmental, college and university workload and accountability for that determination.

- a. Individual workload is a collaborative decision determined by the department. Accountability for that determination shall rest with the department.
- b. Departmental workload is determined by the department and the academic dean. Accountability for that determination shall rest with the academic dean(s).
- c. College workload is determined by the college dean and the provost/vice chancellor. Accountability for that determination shall rest with the provost/vice chancellor, subject to review by the chancellor.
- d. Institutional workload is determined by the provost/vice chancellor and the chancellor. Accountability for that determination shall rest with the provost/vice chancellor and the chancellor, subject to review by the Office of the Vice President for Academic Affairs of the UW System.

III.B.2 **The expected "normal" workload for instructional academic staff.** For instructional academic staff, **Total Workload** is defined as a standard minimum teaching load plus additional workload equivalency activities. Full-time instructional academic staff engaged in undergraduate instruction typically have a *teaching load* of 12 contact hours of group instruction per week. Full-time instructional academic staff engaged in graduate instruction typically have a *teaching load* of 9 contact hours of group instruction per week. The *total workload* for a full-time equivalency shall not exceed 15/16\* contact hours (e.g., 12 contact hour *teaching load* plus up to 3 contact hours *additional workload equivalency*).

A *total workload* that exceeds the 15/16\* contact hour maximum will constitute an overload for payroll purposes. (\*A *total workload* of 16 contact hours may be used in departments with even-numbered contact hour courses). Half-time instructional academic staff engaged in undergraduate instruction typically have a *teaching load* of 6 contact hours of group instruction per week. The *total workload* for a half-time equivalency shall not exceed 8 contact hours (e.g., 6 contact hour *teaching load* plus up to 2 contact hours *additional workload equivalency*). To fulfill the responsibilities of individual units and the mission of this institution, variations will occur in the composition of individual, departmental and college workloads. Composition of workload varies among individual IAS members and departments, depending upon the number of students in classes, number and nature of course preparations required, the nature of instructional patterns (e.g. lecture, discussion, laboratory, clinical and/or field activity), the nature of the students (lower division, upper division, or graduate), the extent of other assigned responsibilities in non-instructional duties (e.g. program direction, lab preparation and/or coordination), scholarly activities, and/or service activities (such as committee assignments, academic advisement, or assistance with student activities and organizations, public service, community service and professional service). Scholarly activity and/or service is expected for career progression and will be supported.

III.B.3 **Individual Development Plan.** The IDP is used to establish workload guidelines for each academic staff member and utilized for performance review and career progression. The Department shall determine IAS full-time equivalencies. Equivalencies might include: teaching, advising, departmental service (departmental committee work, internship director, web master), college service (college committee work, interdisciplinary service), university service (university-wide committee work, student organization work), community service related to the profession (service as a consultant to community organizations, pre K-12 consultation), professional service / development (attending professional conferences, active participation in professional service organizations), research / scholarship / creative endeavors (grant writing, SOTL, professional conference presentations, publications, translations), and / or outside classroom activities (undergraduate research, student mentoring, internship supervision).

### III.C. Non Instructional Academic Staff Responsibilities and Expectations – N.A.

#### III.D. Student Evaluation of Instruction

II.D.1. The department will follow the UW-L SEI policy and procedure available off the Faculty Senate webpage <http://www.uwlax.edu/facultysenate/>.

II.D.2. Ranked Faculty & SEIs. Results from the Faculty Senate approved SEI questions are required for retention, tenure, and promotion in the form of (1) the single motivation item and (2) the composite SEI consisting of the 5 common questions. These numbers will be reported using the Teaching Assignment Information (TAI) form. The department will add both the motivation item and the composite SEI fractional median for each course. In addition, the candidate's overall fractional median for the term on both the single motivation item and the composite SEI are reported. Finally, the department adds the departmental fractional median for both the single motivation item and the composite, the minimum and maximum composite SEI for the

department, and the candidate's rank in SEI scores relative to all departmental ranked faculty (tenure-track or tenured) for that term (e.g. 3 of 15).

II.D.3. IAS renewal and career progression. The same information as above is reported; however, no TAIs are generated for IAS.

II.D.4. In addition to the motivational item and the 5 common questions, the Department will ask students to answer a series of multiple choice questions and a series of open-ended questions specific to the discipline. The discipline-specific questions will not be included in the statistics reported for retention and promotion.

#### **IV. Merit Evaluation (Annual Review)**

The results of merit reviews for all ranked faculty who have completed at least one academic year at UW-L are due to the Dean's Office on Dec. 15 annually. Merit reviews reflect activities during the prior academic year ending June 1.

#### **IV.A. Evaluation Processes & Criteria**

##### **IV.A.1 Faculty**

IV.A.1.1. Before June 1st of each year, all faculty and IAS will enter their achievements into their electronic Activities Database on Digital Measures. Merit decisions are based on the electronic Annual Faculty Activity Report generated by Digital Measures each May. In addition Department members may submit to the departmental Human Resources Committee a paragraph explaining why they believe they should be considered for high merit.

IV.A.1.2. The Department Chair will post all of the Annual Faculty Activity Reports on the department D2L site and provide the Human Resources Committee with the SEI data for each semester of the previous academic year.

IV.A.1.3. Each member of the Human Resources Committee will rate, on a scale of 1-4, each department member in each of the following three categories: Teaching, Scholarship and Professional Development, and Service.

IV.A.1.4. The Human Resources Committee will meet to tally and discuss each member's ratings. Following discussion they will award High Merit to a maximum of 30% of the faculty and 30% of the budgeted academic staff. The remainder of the department members will be awarded Merit unless the committee deems Low Merit appropriate.

##### **IV.A.2. Instructional Academic Staff (if included in merit processes, otherwise see VI).**

Budgeted instructional academic staff are reviewed in a manner similar to the tenured and probationary faculty. High merit may be awarded to one member of the budgeted IAS, or no more than 30% of the total number of budgeted IAS.

##### **IV.A.3. Non-Instructional Academic Staff (if included in merit processes, otherwise see VII).**

##### **IV.A.4. Department Chair (if applicable)**

#### **IV.B. Distribution of Merit Funds**

In normal circumstances, merit dollars will be assigned by a positive or negative first-decimal change of 0.1% in relationship to the mean..

1. High Merit Category: + 0.1% over the mean.
2. Merit Category: - 0.1% under the mean.

3. No Merit Category: 0%

#### **IV.C. Appeal Procedures (if applicable)**

(cf. *Faculty Personnel Rules* UWS 3.05-3.11 and UWL 3.08; and *UW-L Employee Handbook*, pp. L-7, L-8)

#### **V. Faculty Personnel Review**

The department will follow the policies regarding retention and tenure described in the Faculty Personnel Rules (UWS 3.06 - 3.11 and UWL 3.06 -3.08)

[http://www.uwlax.edu/HR/F\\_Handbook.htm](http://www.uwlax.edu/HR/F_Handbook.htm).

Tenure/retention decisions will be guided by the criteria established in the by-laws at the time of hire unless a candidate elects to be considered under newer guidelines. The criteria outlined in Section V. A & V. B. "Faculty Personnel Review" in these by-laws should be applied to faculty with a contract date after

October 14, 2009

The department will follow policies guiding part-time appointments for faculty and tenure clock stoppage available on the Human Resources website.

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#### **V.A. Retention (procedure, criteria and appeal)**

**V.A.1.** Faculty under review provide an electronic portfolio related to their teaching, scholarship, and service activities extracted from their date of hire to date of review. Hyperlinked syllabi are required and the candidate may choose to provide additional evidence. Additional materials may be required for departmental review and will be indicated in these by-laws.

**V.A.2.** Departments will provide the following materials to the dean: 1. Department letter of recommendation with vote; 2. Teaching assignment information (TAI) datasheet that summarizes the courses taught, workload data, grade distribution and SEIs by individual course and semester (which are only available after completing a full academic year) and departmental comparison SEI data; and 3. Merit evaluation data (if available).

**V.A.3.** The initial review of probationary faculty shall be conducted by the tenured faculty of the appropriate department in the manner outlined below.

**V.A.4.** Starting with tenured-track faculty hired effective Fall 2008, all first-year tenure-track faculty will be formally reviewed in the spring of their first year. A departmental letter will be filed with the Dean and HR. Formal reviews resulting in contract decisions will minimally occur for tenure-track faculty in their 2nd, 4th and 6th years.

V.A.5. The Modern Languages Retention and Tenure Committee

V.A.5.1 All tenured members of the Department of Modern Languages shall be members of this committee.

V.A.5.2 The officers shall be: chair and secretary.

V.A.5.3 The officers of the committee shall be elected by the committee at a meeting called by the Chair of the Department no later than the third week of September.

V.A.5.4 The term of office shall be for one year, from September to the following September.

#### V.A.6 Committee Procedure

V.A.6.1 The first meeting of the committee shall be called by the Chair of the Department no later than the third week of September for the purpose of electing a chair and a secretary, and establishing a schedule for meetings, class visitations, and portfolio submission.

V.A.6.2 The meeting for making final recommendations to the department Chair for retention or tenure shall be held in time to comply with the time-table set by the administration.

V.A.6.3 A special meeting may be called at any time by the Chair of the Department or of the committee or by any committee member.

V.A.6.4 Two-thirds of all the members of the committee shall constitute a legal quorum for the purpose of holding a meeting.

V.A.6.5 One over half of the members present shall constitute a majority.

V.A.6.6 These procedures may be amended by a 2/3 vote in any scheduled meeting, the amendment to be submitted in writing one week prior to a meeting.

V.A.6.7 After the procedures have been amended, the Chair of the Department shall submit them to the whole Department for approval as a policy in the Bylaws.

#### V.A.7 Responsibilities of the Chair of the Committee/Chair of the Department

V.A.7.1 The chair of the committee shall write a first letter informing the probationary faculty member that the period of evaluation is for the calendar year, except in the case of final recommendation for tenure, in which the entire period of employment at UW-L shall be considered. In this letter, the chair of the committee shall inform the probationary faculty member of the procedures to be followed, the documentation needs, the methods of evaluation, and the open meeting law.

V.A.7.2 The Chair of the committee shall make all arrangements for visitation of classes.

V.A.7.3 Following class visitations and prior to meeting with the probationary faculty member, the Chair of the committee shall call for a meeting of the committee to discuss credentials and to raise questions and topics to be discussed with the probationary faculty member.

V.A.7.4 The Chair of the committee shall write a second letter to the candidate discussing the class observation, service and scholarship, in addition to the questions and discussion topics raised by the committee during the meeting outlined in V.A.vii.3.

V.A.7.5 The Chair of the committee shall arrange a time for the committee and the probationary faculty member to meet to discuss questions and topics raised in the previous committee meeting.

V.A.7.6 Following the meeting with the probationary faculty member, the Chair of the committee shall call for a vote of the committee by signed and dated ballot. The Chair of the committee shall write a letter to the Chair of the Department in which s/he summarizes the outcome of the vote, and the Chair of the Department will communicate the results of the vote to the probationary faculty within three days.

V.A.7.7 The Chair of the Department shall write a letter to the Dean informing him/her of the results of the voting.

#### V.A.8 Responsibilities of the Committee

V.A.8.1 Members of the committee shall visit classes of the probationary faculty or academic staff according to the following schedule:

First year - 50% of the tenured faculty to visit in the first semester and 50% of the faculty to visit in the first half of the second semester

Second year - first semester only

Third year - first semester only

Fifth year - first semester only

V.A.8.2 The department Chair and all tenured faculty who teach the language of the probationary faculty member are obligated to visit classes. All other tenured faculty may visit classes of other languages.

V.A.8.3 Any tenured member may request a special visitation subject to approval of a majority of the committee.

V.A.8.4 Probationary faculty members shall visit classes of tenured faculty. The time for this visitation shall be before the visitation of probationary faculty by tenured faculty.

V.A.8.5 Members of the committee will complete an observation form (see Appendix B **Teaching Observation**)\* for each class visited and will present a copy of this form to the probationary faculty member within three days of classroom observation.

V.A.8.6 Following class visitations and prior to meeting with the probationary faculty member, committee members shall review the portfolio of the probationary faculty member and complete an evaluation form. (see appendix **Evaluation and Review of Credentials**)\*

V.A.8.7 The committee shall meet to discuss the probationary faculty member's portfolio, teaching, and other concerns. Using a consensus of opinion, the committee shall compile a list of questions and topics to be discussed with the probationary faculty member.

V.A.8.8 The committee shall meet with the probationary faculty member to discuss questions raised in the previous committee meeting.

V.A.8.9 Following the meeting with the probationary faculty member, a vote shall be taken for retention by signed ballot. A two-thirds majority is required for retention.

V.A.8.10 A special meeting may be called at any time by the Chair of the Department or of the committee or by any committee member.

#### V.A.9. Responsibilities of the Probationary Faculty

V.A.9.1 Every probationary faculty member subject to periodic review for retention and /or tenure must be aware of the rules and regulations in the UW-L Faculty Personnel Rules, the Faculty Senate Bylaws, the Wisconsin Administrative Code, and the Statutes of the State of Wisconsin.

V.A.9.2 Every department member identified for review for retention shall be evaluated in the areas of teaching, scholarship/research, and service. The evidence of these areas will be presented through a portfolio of materials submitted to the Chair of the Department through the UW-L Digital Measures on-line portfolio system, which will be read and evaluated by members of the Retention and Tenure Committee.

V.A.9.3 In accordance with UW-L Digital Measures on-line portfolio, the probationary faculty member will enter information for the following categories:

☐☐General Information: awards and honors, faculty development activities

☐☐Teaching

??Scholarship

??Service

??Appendices/links to documents supporting information in the Digital Measures Database, such as: letters of support, teaching materials, evaluations, scholarly papers, videos, etc.

??Retention Narrative: This narrative should be a reflection on one's experiences during his or her time at UW-L based on the areas of Teaching, Scholarship/Research and Service. It is restricted to 6 pages and should address the following areas:

- a. Teaching: teaching philosophy, methods and techniques, academic goals, modifications in courses, new materials or activities created, and assessment practices.
- b. Scholarship: professional goals, progress of research, current publications and conference attendance and/or participation
- c. Service: explanation and/or significance of participation in committees, other activities on and off campus, advising duties

??Complete résumé (C.V.)

V.A.9.4 In addition to submitting materials for evaluation, the probationary faculty member shall visit at least two classes of tenured faculty per academic year.

V.A.9.5 Probationary faculty shall meet with the Retention and Tenure committee to discuss the questions raised by the committee.

V.A.10. Criteria for Evaluation of Teaching, Scholarship, and Service

1. Teaching: The faculty member:

- a. has a good knowledge of the subject matter
- b. plans lessons well and explains clearly what is expected of students
- c. uses the target language in class appropriately
- d. uses teacher-centered and student-centered activities appropriately
- e. provides opportunity for students to improve target-language skills in areas appropriate to course content
- f. uses feedback from students and peers to improve teaching
- g. uses assessment measures appropriate to course curriculum and objectives
- h. stimulates interest in the subject matter
- i. has appropriate objectives for each class
- j. encourages critical thinking
- k. maintains at least three regular office hours per week
- l. uses technology to enhance instruction as appropriate
- m. shows commitment to diversity

2. Scholarship: The faculty member:

- a. reads current literature in his/her field of interest
- b. stays abreast of current professional issues in foreign language pedagogy
- c. attends at least one professional conference a year
- d. has identified at least one area of on-going research and publishes one paper or presents at one international, national or regional conference per year
- e. shows commitment to diversity
- f. serves as an undergraduate mentor for research papers and projects

3 Service: The faculty member:

- a. serves on at least one department committee each year.
- b. serves on one university committee at least three of the five years under review.
- c. has participated in department meetings on a regular basis.
- d. contributes to the department's work in a positive manner.
- e. shows commitment to diversity

#### V.A.11 Reconsideration and Appeal Procedures

V.A.11.1 The committee shall adhere strictly to the local, administrative, and state policies for reconsideration of retention or tenure for probationary faculty. (see: UWS 3.07 and UWL 3.07, Faculty Personnel Rules [8/95]).

- a. The faculty member shall have all the rights of appeal as outlined in the local, administrative, and state policies. (see UWS 3.08 and UWL 3.08; UWS 3.09 and UWS 3.10)
- b. The academic staff member shall have all the rights of proper notification procedures as outlined by administrative and state policies. (see: UWS 3.09 and UWS 3.10)

(cf. Faculty: *Academic Staff Policies and Procedures* UWS 3.06-3.11 and UWL 3.06-3.08 UWS 10.03-10.05 and UWL 10.03 and 10.04; and *UW-L Employee Handbook*;: [http://www.uwlax.edu/hr/F\\_Handbook.htm](http://www.uwlax.edu/hr/F_Handbook.htm))

#### **V.B. Tenure review and departmental tenure criteria (if applicable)**

A positive vote for tenure reflects consistent performance with respect to the criteria outlined in V.A.10 above.

#### **V.C. Post-tenure Review**

V.C.1 Every five years each tenured member of the faculty will submit materials to a Post-Tenure Review Committee. The Post-Tenure Review Committee will consist of two members of the tenured faculty. The faculty member under review is responsible for selecting the Post-Tenure Review Committee.

V.C.2 Materials should be restricted to 6 pages - two pages for each area (Teaching, Scholarship/Research, and Service). Activities should be listed in order of importance (greatest to least); outline form may be used as necessary where possible. Materials should include the following features:

- a. a summary statement of the significant aspects of faculty member's work in the department during the previous five years. Under each area the faculty member will include goals and objectives for the next five-year period. However, a faculty member may elect to emphasize one or more of the three areas.
- b. student input. It is the faculty member's responsibility to determine the nature of the student input. Peer input will come from the department chair and the other reviewers. Further peer input may be included if the faculty member under review requests it or if the department chair or the other reviewers consider it necessary.

c. a statement in which faculty member relates his or her work to the mission of the department, college and university.

V.C.3 Based on the evaluation made by the Post-Tenure Review Committee, the Chair of the Department will write a report for the Dean's office indicating the satisfactory or unsatisfactory performance of the faculty member under review.

V.C.4 The Chair's report will evaluate the tenured faculty member in the areas of teaching, scholarship, and service using the performance criteria of the department.

V.C.5 In cases where deficiencies are identified, the Chair, in consultation with the faculty member under review and with the other committee members, will write an improvement plan which addresses inadequate performance.

**V.D. Faculty Promotion Procedures (procedure, criteria and appeal)** The department will follow the guidelines and schedules regarding faculty promotion available at <http://www.uwlax.edu/hr/promo-resources.htm>. Further regulations are imposed by provisions, as set forth below, of the Policies of the Department of Modern Languages.

V.D.1. Department Promotion Committee

a. The committee shall consist of three tenured faculty members above the rank of the candidate for promotion. The Department Chair shall be only an exofficio member of the committee.

b. The candidate for promotion is encouraged to choose committee members who will be able to provide helpful feedback and mentoring throughout the process. Candidates are encouraged to choose at least one and preferably two members from the Department of Modern Languages. If necessary, because of eligibility requirements, one or more committee members may be appointed from other departments of the College of Liberal Studies.

V.D.2. Procedures

a. In the year prior to applying for promotion, a candidate should meet with the chair of the department to schedule a classroom teaching observation visit.

b. The candidate shall create an electronic promotion file according to the guidelines of the Joint Promotion Committee.

c. By September 15, the candidate shall inform the Department Chair of his/her intention to apply for promotion and provide the chair with a list of his/her committee members.

d. Thirty days prior to the date promotion materials are due in the Dean's office, the candidate shall have submitted to the Department Chair by e-mail, the promotion file in html format.

e. Within two days after receiving the materials from the candidate, the Chair of the Department shall inform the committee members that the electronic promotion file is accessible and instruct them in how to access the electronic file. Members will be reminded that they have 21 days to submit their written recommendations for or against promotion.

f. The Chair will enter into Digital Measures the following statistical information on the candidate: teaching assignment form, merit information, SEI information.

g. The Chair may write a letter of support on behalf of a candidate recommended for promotion, and this letter shall be included in the promotion materials transmitted to the Dean of the college. The Chair's letter of support is optional.

h. The committee shall review the candidate's materials according to the department criteria as outlined in the by-laws. The committee shall decide for or against recommending promotion for the candidate and record the number of votes for and against promotion. The committee shall write a letter addressing the candidate's qualifications in the three areas of teaching, scholarship and service.

i. In the case of a negative vote, the committee will provide reasons in written form.

j. Within twenty-one days, the committee shall submit its report to the Department Chair.

#### V.D.3. Department Chair's Report

a. Within two days of receiving the committee's report, the Department Chair shall provide the candidate with written notice of the committee's recommendations.

b. The Department Chair shall transmit all recommendations from the committee, and all promotion materials from the candidate electronically to the Dean of the College of Liberal Studies.

#### V.D.4. Promotion Criteria

##### a. For promotion to Associate Professor

Teaching. To be promoted to the rank of Associate Professor a faculty member in the Department of Modern Languages shall be well respected within the Department for excellence in teaching and shall have taken an active role in improving the level of instruction within the Department. Evidence of the above may include the following:

Proposed changes to Department of MLG Bylaws 2008 22  
Department of Modern Languages shall be well respected within the Department for excellence in teaching and shall have taken an active role in improving the level of instruction within the Department. Evidence of the above may include the following:

☐☐ Active participation in the selection of textbooks and other course materials;

☐☐ Attention to concerns expressed in student and peer evaluation of instruction, with specific actions taken to address significant concerns;

☐☐ Innovations in teaching, testing, course format or delivery, special uses of technology in instruction;

☐☐ Direction of independent study;

☐☐ Advising both departmental majors and undeclared students;

☐☐ Mentoring undergraduate research;

☐☐ Accepting overloads or challenging teaching loads;

☐☐ Leadership in coordination of multi-sectioned courses;

☐☐ Development and/or teaching of online courses.

Scholarly activity. To be promoted to the rank of Associate Professor a faculty member in the Department of Modern Languages shall have an established program of professional development and peer-reviewed scholarly research.

(See definition of scholarly activity XII.)

Professional service. To be promoted to the rank of Associate Professor a faculty member in the Department of Modern Languages shall take an active role in service to the department and participate in University and professional service. Evidence of the above may include the following:

☐☐ Service on departmental, College or University committees;

☐☐ Participation in the organization of professional conferences;

☐☐ Cooperative ventures with teachers in area secondary schools;

☐☐ Service to the community that is related to professional competencies;

☐☐ Service in support of student activities including language clubs, honorary societies,

advising day, etc.

☐☐Evaluation of study abroad credits.

b. For promotion to the rank of Professor

Teaching. To be promoted to the rank of Professor, a faculty member in the Department of Modern Languages shall continue to perform all that is expected for promotion to the rank of Associate Professor. In addition, the faculty member shall take a leadership role in enhancing the curriculum of the Department. Evidence of the above may include the following:

☐☐Creation of new courses or significant revision of existing courses;

☐☐Attention to the curriculum as a whole, making sure that it continues to be responsive to the needs of students, and promoting responsible change when warranted;

☐☐Taking an active role in the creation, maintenance, and improvement of study abroad opportunities for students.

Scholarship. To be promoted to the rank of Professor, a faculty member in the Department of Modern Languages shall build on the record of professional development and peer-reviewed scholarly research established prior to promotion to the rank of Associate Professor. Service. To be promoted to the rank of Professor, a faculty member in the Department of Modern Languages shall provide strong leadership in department service and be well respected at the school or college level for University and professional service. Evidence of the above may include the following.

☐☐Chairing University committees;

☐☐Serving on the Faculty Senate;

☐☐Holding an office in a professional organization;

☐☐Serving on UW System committees;

☐☐Participating on professional review teams.

V.D.5. Reconsideration: The Department of Modern Languages adheres to the reconsideration policy outlined in the Employee Handbook, "Rank, Promotion and Tenure Guidelines", <http://www.uwlax.edu/hr/promo-resources.htm>

V.D.6. Candidates who seek to be promoted to the rank of associate or full professor are advised to take careful note of university promotion guidelines and to seek mentoring with respect to current standards regarding number and type of publications expected as well as the level of peer-review considered acceptable to the Joint Promotion Committee of the university. Faculty members who wish to apply for promotion to the rank of associate or full professor must provide evidence of external peer review for any scholarly activity presented in order to demonstrate their accomplishments and contributions.

## **VI. Instructional Academic Staff Review**

### **A. Annual Review**

In Accordance with Faculty Personnel rules UWS 3.05-3.11 and UWL 3.08, academic staff will be evaluated annually. The Individual Development Plan (IDP) form will accompany the department's evaluation. IDP Form: <http://www.uwlax.edu/hr/IDP/IDP.General.Info.html>.

VI.A **IDP Review Process.** In Accordance with Faculty Personnel rules UWS 3.05-3.11 and UWL 3.08, academic staff will be evaluated annually. The Individual Development Plan (IDP) form will accompany the department’s evaluation. The IDP form can be located at <http://www.uwlax.edu/hr/IDP/IDP.General.Info.html>

VI.A.1 **IAS Departmental Review Procedures.** Information regarding the composition of the MLG IAS Career Progression Committee can be found in section **VIII.B** of these by-laws. The committee will inform IAS of any classroom observation deadlines to which they must adhere. Information regarding criteria for evaluation and the evaluation process can be found on the IAS web site at [http://www.uwlax.edu/facultysenate/committees/IAS\\_documents/IAS Career Progression & Portfolio Dev.htm](http://www.uwlax.edu/facultysenate/committees/IAS_documents/IAS_Career_Progression_&_Portfolio_Dev.htm). For documenting effectiveness in teaching, the Department strongly recommends that candidates refer to and consider the “Teaching Effectiveness Measures Work Sheet” on the web as a helpful guide.

**B. Career Progression Procedures**

Policies and procedure guiding career progression for IAS are available at <http://www.uwlax.edu/facultysenate/committees/ias/pages/CareerProgression.html>.

VI.B.1 Instructional Academic Staff at the ranks of Associate Lecturer, Lecturer, and Senior Lecturer may elect in any year to be reviewed for Career Progression as appropriate to university guidelines for those respective ranks. Career Progression guidelines for IAS may be found at <http://www.uwlax.edu/facultysenate/committees/ias/pages/CareerProgression.html>. Career Progression review shall be conducted only in those years when ranked IAS have requested Career Progression Evaluation; Career Progression evaluation shall be conducted according to the timelines produced by the Office of the Provost, keeping in mind internal MLG deadlines for submission of materials to the Chair as well as classroom observations.

**VI.B.2 IAS Career Progression Deadlines** (not MLG-specific). See table below.

First Friday of November	Portfolio due to Department Chair
First Friday of December	Career Progression Portfolio with Departmental Materials due to Deans from Department Chairs
First Friday of January	Career Progression Portfolio due to the Faculty Senate Office (Portfolios held in Senate Office for review by committee members.)
First Friday of February	IASPCP recommendations due to the Provost Office (Portfolios transferred to Human Resources.)
Within 14 days of receiving IASPCP recommendations	Provost recommendations due to Human Resources

Within 7 days of receiving  
Provost decisions

Human Resources issues notification letters to all  
IAS applicants

July 1 of Next Academic Year

New Title takes Effect

Additionally, since career progression materials are due in the Dean's office by the first Friday in December, IAS applying for career progression shall submit their materials to the Chair by *the first Friday in November* so that he or she may have sufficient time to run reports and distribute them to the MLG IAS Career Progression Committee.

VI.B.3 **IAS Career Progression Guidelines.** The Department of Modern Languages will adhere to and rely heavily on the career progression guidelines detailed on the IAS web site at [http://www.uwlax.edu/facultysenate/committees/IAS\\_documents/IAS Career Progression & Portfolio Dev.htm](http://www.uwlax.edu/facultysenate/committees/IAS_documents/IAS_Career_Progression_&_Portfolio_Dev.htm), including the "Minimum Educational Preparation and Experience for Career Progression Eligibility" table. Additionally, however, the Department acknowledges and reiterates that the teaching mission of IAS is of utmost importance. In addition to the criteria, expectations and evaluation procedures contained on the IAS web site, for career progression from and to any rank, excellence in teaching will be strongly considered. In a more holistic sense, IAS contributions in the categories of service and / or professional development / creative activity / scholarship should be "satisfactory or highly satisfactory" for progression from Associate Lecturer to Lecturer, "excellent" for progression from Lecturer to Senior Lecturer, and "superior or distinguished" for progression from Senior Lecturer to Distinguished Lecturer.

VI.B.4 **Department Chairs' Guidelines for IAS Career Progression.** Detailed guidelines for Department chairs can be found at <http://www.uwlax.edu/facultysenate/committees/ias/pages/ChairsInfoCP.html>.

VI.B.5 **IAS Electronic Portfolio Guidelines.** For detailed information, please refer to <http://www.uwlax.edu/provost/pvchome/eportfolios.htm>.

### C. Appeal Procedures re: Annual Review

The committee shall adhere strictly to the local, administrative, and state policies for reconsideration of retention or tenure for probationary faculty. (see: UWS 3.07 and UWL 3.07, Faculty Personnel Rules [8/95]).

- a. The faculty member shall have all the rights of appeal as outlined in the local, administrative, and state policies. (see UWS 3.08 and UWL 3.08; UWS 3.09 and UWS 3.10)
- b. The academic staff member shall have all the rights of proper notification procedures as outlined by administrative and state policies. (see: UWS 3.09 and UWS 3.10)

(cf. Faculty: *Academic Staff Policies and Procedures* UWS 3.06-3.11 and UWL 3.06-3.08 UWS 10.03-10.05 and UWL 10.03 and 10.04; and *UW-L Employee Handbook*;

[http://www.uwlax.edu/hr/F\\_Handbook.htm](http://www.uwlax.edu/hr/F_Handbook.htm))

### **VII. Non-Instructional Academic Staff Review (if applicable)**

In Accordance with Faculty Personnel rules UWS 3.05-3.11 and UWL 3.08, academic staff will be evaluated annually. The Individual Development Plan (IDP) form will accompany the department's evaluation. IDP Form: <http://www.uwlax.edu/hr/IDP/IDP.General.Info.html>.

### **VIII. Governance**

#### **A. Department Chair**

The department will adhere to the selection and duties of the Chair that are delineated in the Faculty Senate By-Laws (revised 2006) <http://www.uwlax.edu/facultysenate> under the heading "IV. Responsibilities of Departments, Department Members and Department Chairpersons " and "V. The Selection of Department Chairpersons" and "VI. Remuneration of Department Chairpersons." in addition references to chair-related duties are stated throughout the Faculty Handbook [http://www.uwlax.edu/HR/F\\_Handbook.htm](http://www.uwlax.edu/HR/F_Handbook.htm).

#### **VIII.A.1. Election of the Department Chair**

The Chair shall be selected in accordance with procedures outlined in Faculty Senate Policies: <http://www.uwlax.edu/FacultySenate/bylaws.html>

#### **VIII.A.2. Responsibilities and Rights of the Department Chair**

a. Duties: The Chair shall be responsible for carrying out the duties outlined in Faculty Senate Policies: <http://www.uwlax.edu/FacultySenate/bylaws.html> (See section IV.) (Scroll to near the end of the document)

b. The remuneration of the Chair shall be in accordance with procedures outlined in the Faculty Senate Policies: <http://www.uwlax.edu/FacultySenate/bylaws.html/> (See section VI.) (Scroll to near the end of the document)

c. In addition to the duties and responsibilities outlined in the Faculty Senate Policies, the department chair shall fulfill the duties and responsibilities as outlined in the Department Bylaws and Policies.

#### **VIII.B. Standing Departmental Committees** (*e.g., personnel (for any matters not covered above) equipment, travel, space, budget, curriculum, assessment, etc*).

**VIII.B.1.** Human Resources Committee. Consists of the department chair and two additional faculty members, each of whom serves a 2-year term. Terms are staggered so that each year one new member joins one from the previous year. This committee is charged with deciding merit, re/distributing travel funds, nominating and/or consulting on faculty awards, consulting on personnel policies/processes, and recommending summer session appointments.

**VIII.B.1.1** For further details on Merit decisions see Section IV.

**VIII.B.1.2** For further details for Travel Allocations see Section VIII D.

**VIII.B.1.3** Refer to Section VIII D for charges of this committee related to personnel policies/processes.

**VIII.B.2.** Program Planning and Development. Consists of three members, preferably one from each language, each of whom serves a three year term. Terms are staggered so that each year one new member joins two from the previous year. This committee is charged with curriculum decisions, academic issues, student grievances and complaints, student policies, advising initiatives, placement and retroactive credit needs, programmatic changes and revisions, assessment, writing in the major program, strategic planning and policy development other than that mentioned in VIII.B.1 above.

**VIII.B.2.1** Responsibilities related to curriculum include:

- To receive, develop, and recommend curricular changes to the Department.
- To receive, develop, and recommend proposals for changes and additions to the University catalog.

**VIII.B.2.2** Responsibilities related to requests for a change of grade (For details regarding grade appeal process, see Section X.A.)

**VIII.B.2.2.1** Upon receipt of a formal request for a grade change, the chair of the department shall refer the issue to the Program Planning and Development Committee for its recommendations. If a member of this committee is the teacher involved, another person from that language will be chosen by the chair of the department and will serve temporarily in the appeal for a grade change.

**VIII.B.2.3** Responsibilities of the committee chair and the secretary with regard to grade change appeals.

- The chair of the committee shall call the meeting for the hearing, direct the meeting, and oversee the voting.
- The chair shall collect and keep all documents of the student and of the faculty member involved.
- The chair of the committee shall transmit the decision of the committee to 1) the Chair of the Department, 2) the student, 3) the instructor, and 4) the appropriate administrator.
- The chair of the committee shall also give all the documents to the Chair of the Department after a decision has been reached.
- The secretary will prepare the minutes, keep the records, give copies of documentation to all interested persons and assist the chair of the committee.

**VIII.B.3.** Departmental Activities Committee. This committee will consist of four members, each of whom serves a two-year term. Terms are staggered so that each year two new members join two from the previous year. This committee is charged with overseeing the Amity program and with promoting, advertising and developing departmental, college and university activities relating to the Department of Modern Languages.

**VIII.B.3.1** The committee shall prepare and maintain a calendar of events and shall coordinate departmental faculty participation in staffing these events.

**VIII.B.3.2** Duties related to the Amity Program include:

- a. Scheduling at least four meetings during the academic year with the Amity scholars.  
**Late August** meeting: Orientation to life in the United States, in La Crosse, at

UW-La Crosse; Discussion of Amity scholars' obligations to the Department and the University's obligations to the Amity Program.

**Early September** meeting: Discussion of the policy and procedures pertaining to the Amity Program and the Mary Gayle Pifer Amity International Scholars House.

**January/February** meeting: Open agenda

**April** meeting: Procedures for clean-up and check out

- b. Coordinating procedures for any group wishing to use the International House for social activities. Each group will be advised of clean-up responsibilities.
- c. Providing Amity scholars with information relating to their responsibilities as to the house and the Department at the end of the term.
- d. Supervising clean-up of the MGP Amity Int'l Scholars House at the end of the spring academic term.
- e. Considering fundraising activities for the MGP Amity Int'l Scholars House.

**VIII.B.4.** Technology and Language Resources Committee. This committee consists of the LRC Director and at least two other department members with an interest in this area. Responsibilities of this committee include serving as a liaison between the department and the LRC, discussing LRC uses and needs, proposing technology needs, encouraging technology in modern language curriculum, coordinating media resources and overseeing requests for media materials.

**VIII.B.5.** Special Committees

**VIII.B.5.1 Retention and Tenure Committee.** All tenured members of the Department of Modern Languages shall be members of this committee. Members will elect a Chair and a Secretary at a meeting called by the department chair to be held no later than the third week of September. Term of office is one year, September to September. (For further details, see Sections V.A and B.)

**VIII.B.5.2 Post Tenure Review Committee.** (See Section V.C.)

**VIII.B.5.3 Pool Search Hiring Committee.** (See Section IX.C.).

**VIII.B.5.4 Hiring Committee.** (See Section IX.B.)

**VIII.B.5.5 Promotion Committee** (See Section V.D.)

**VIII.B.5.6 MLG IAS Career Progression Committee.**

One (1) tenured faculty members and two (2) IAS at the level of Senior and/or Distinguished Lecturer shall, on a voluntary basis, compose the MLG IAS Career Progression Committee for those years in which an IAS department member seeks career progression. To avoid conflicts of interest, neither of the IAS members shall be serving at the time on the university-wide IAS Career Progression Committee. In order to forward an IAS's candidacy for career progression, three fourths (3/4) of the departmental committee shall be in favor of progression. If ¾ do not agree, a meeting for reconsideration shall be set.

**VIII.B.5.7 The department chair may call for an ad-hoc Bylaws Committee as needed.**

**C. Departmental Programmatic Assessment Plan (if not included in VIII. B.)**

**Assessment in the Department of Modern Languages includes the following elements:**

- a. Annual assessment of Writing in the Major/Minor portfolios.
- b. Senior exit survey conducted each semester.

- c. General education assessment as directed by the General Education Committee
- d. Special assessments, varying from year to year by skills (e.g. writing, culture, speaking, etc.)

**VIII.D. Additional departmental policies** *By-laws must include a departmental salary equity policy. Include the following two statements:* Sickleave. Department members will account for sickleave in adherence to the most current UW System guidelines: <http://www.uwsa.edu/hr/benefits/leave/sick.htm>. Vacation. For unclassified staff, 12-month employees garner vacation time, 9-month employees do not.

**VIII.D.1. Classified Staff Policies**

Annual review: The Wisconsin Statutes call for "a uniform classified employee performance evaluation program to provide a continuing record of employee development and, when applicable, to serve as a basis for decision-making on employee pay increases and decreases, potential for promotion, order of layoff and for other pertinent personnel actions." Annually, classified employees and their supervisor will meet to set performance goals and objectives for the upcoming year. At the end of the year, employees and supervisors will meet again to review work performance. A copy of the completed performance evaluation will be placed in personnel files.

**VIII.D.2. Academic Department Associate Policy**

The Modern Languages Department employs one Academic Department Associate (ADA) at 92% per year. The position is designated fully to the Modern Languages Department and is responsible for departmental at-large business stemming from the Chair's office., such as: computer-related duties using databases and existing software programs; scheduling of meeting rooms; reserving class and meeting rooms; maintaining files and logs for routine information; developing reports from records; reviewing and processing forms and fliers; serving as a receptionist; answering routine questions and providing literature and direction to students and assisting students with drop/add procedures; opening and distributing mail as well as assisting in effective ways to send packages; receiving, packing, opening and storing office materials; contacting vendors and ordering supplies, including unusual items at times; typing or word processing non-technical and technical documents; preparing files for job applications; maintaining records of departmental minutes; planning for changes and innovations in acquisition and installation of new office equipment; disseminating information and files for selection of Amity scholars; communicating with the Amity Institute in California; working with the Amity scholars to insure a smooth and pleasant experience as well as helping to maintain the Mary Gayle Pifer Amity Scholars' House at 2325 Madison Street, and; working with facilitators in distance education by serving as the departmental contact person with UW-system distance education administration and as intermediary with the sending institution.

The position's duties requires extensive management, distribution and/or collection of university and departmental forms and documents, such as those for: textbook orders, retroactive credits, program checklists, travel request and reimbursement, grade sheets, student evaluations, SNAP Reports for student advising, and university mail. The position

involves receptionist duties and activities associated with the information flow to students and the public. Duties considered inappropriate for the ADA include exam preparation, typing associated with courses and scholarship, assorted budgeting duties, and administration of SEI forms. It is expected that materials should be given to an ADA one full working day in advance. The ADA is not responsible for copying materials sent electronically to his/her computer. Exam copying may require additional lead time. It is the prerogative of the ADA, in consultation with the Chair, to determine the priority of tasks. ADAs should not be asked to administer / proctor examinations or teach classes. ADAs are not required to do the following: clean the office; run errands or do personal tasks for individual faculty; participate in departmental meetings; attend sectional meetings, retreats, and committee meetings; prepare food or beverages; intercede for the Chair; deal with faculty human relations issues/grievances. Concerns regarding appropriate ADA duties or work assignments should be directed to the Chair and ultimately to the CLS Dean.

#### VIII.D.3. Complaints and Grievances

(cf. faculty: *Faculty Personnel Rules* UWS 6.01, 6.02 and UWL 6.01 and 6.02; and *UW-L Employee Handbook*, p. D-1; academic staff: *Academic Staff Policies and Procedures* UWS 13.01, 13.02 and UWL 13.01 and 13.02; and *UW-L Employee Handbook* <http://www.uwlax.edu/hr/clapp.html>); procedure for dismissal (see UWS 4.01-4.10)

#### VIII.D.4 Personnel Rules

##### VIII.D.4.1 Faculty **Wisconsin Administrative Code, chapters 8-13**

##### VIII.D.4.2 Academic Staff **Wisconsin Administrative Code, chapters 3-8**

#### VIII.D.5. Faculty Appointments (see UWS 3.01-3.11)

(Faculty Status, cf. *Faculty Personnel Rules* UWS 3.01, see especially paragraphs (d) and (e) including “Note” preceding these paragraphs)

#### VIII.D.6 Layoff and Termination for Reasons of Financial Emergency (see UWS 5.01-5.22)

#### VIII.D.7 Graduate Faculty (cf. “Graduate Faculty Policy,” revised and approved April 2004 and on file in the Office of the College of Liberal Studies, and in the Office of the Provost/Vice Chancellor)

#### VIII.D.8 Leaves of absence

##### VIII.D.8.1 Sabbaticals, Faculty Development, Leave Without Pay (cf. *UW-L Employee Handbook*,)

##### VIII.D.8.2 Classified staff (cf. *UW-L Employee Handbook*,)

##### VIII.D.8.3 Family/medical leave (cf. *UW-L Employee Handbook*,)

#### VIII.D.9 Salary Equity (cf. “Salary Equity Adjustment Policy,” on file in Faculty Senate Office, Graff Main Hall); for Faculty: (cf. *UW-L Faculty Senate Policy on Salary Equity Adjustments* on file in Faculty Senate Office, 323 Graff Main Hall)

#### VIII.D.10 Summer Session Assignment Policies and Procedures

- VIII.D.10.1** Eligibility: All faculty members of the Department shall be eligible for summer session appointment. Members on leave or on other assignments shall retain eligibility for summer appointments.
- VIII.D.10.2** Any member of the department may propose a summer course. If the course is below the enrollment threshold set by the College of Liberal Studies for that year, instructors will be paid per student per credit hour. Above the threshold, they will be paid according to the college pay scale for summer teaching appointments.
- VIII.D.11** Travel Reimbursement (cf. "College of Liberal Studies Travel Support Policy")
- VIII.D.11.1** Faculty shall present all requests for travel and conference-cost reimbursement in writing to the Chair of the Department, for reimbursements from departmental funds and from dean's funds.
- VIII.D.11.2** Reimbursement from the Department's Travel Budget
- a. Travel money shall be allocated on an equal basis to faculty and budgeted IAS who have contracts for at least one year.
  - b. To claim their individual allocations, eligible faculty and academic staff shall apply to the Chair of the Department no later than April 15.
  - c. Residual funds in the travel budget shall be allocated by the Human Resources Committee as a percentage of the unreimbursed portion of travel expenses no later than May 30.
- VIII.D.12** Tenure Density (cf. *UW-L Employee Handbook*,)
- VIII.D.13** Workload (cf. *UW-L Employee Handbook*, "UW-La Crosse Faculty Workload Policy;" and, "Faculty Load Reports")

## **IX. Search and Screen Procedures**

The department will follow hiring procedures prescribed by the University's Office of Human Resources (HR) in conjunction with AAOD and UW System and WI state regulations.

### **IX.A. Tenure-track faculty**

The approved UW-L tenure track faculty recruitment and hiring policy and procedures are found at [http://www.uwlax.edu/hr/recruit/Faculty\\_Recruitment/Faculty.Recruitment.Hiring.Guidelines.pdf](http://www.uwlax.edu/hr/recruit/Faculty_Recruitment/Faculty.Recruitment.Hiring.Guidelines.pdf)

.. Additionally, UW-L's spousal/partner hiring policy can be found at <http://www.uwlax.edu/hr/unclasspp.html#spouse.partner.employment>.

- IX.A.1.1** The search and screening process will include two phases: an initial screening of candidate files by a subcommittee, which will develop a pool of acceptable applicants; and a second screening of candidates who have been retained for further consideration, which will be completed by the Hiring Committee.
- IX.A.1.2** The Hiring Committee consists of all members of the department who have voting privileges. Voting members of the department will include: tenured faculty, non-tenured probationary faculty after their first year, and academic staff with faculty status (those having held a 50% appointment or more for at least three semesters).

**IX.A.2** The chair of the department will appoint a subcommittee composed of at least

three members and the department chair.

**IX.A.2.1** The subcommittee will elect a subcommittee chair and a secretary. The secretary will be responsible for posting a notice of meetings through the *Campus Connection* (or outside of the HR Office if unable to get in *Campus Connection*) and taking minutes of meetings.

**IX.A.2.2** Two-thirds of the subcommittee members constitute a quorum necessary to conduct committee business. Members may not vote by proxy. The committee chair and the department chair are voting members of the committee.

**IX.A.2.3** All voting will be done by show of hands unless a roll-call vote is requested by any member of the subcommittee. The secretary will maintain a record of all votes.

**IX.A.2.4** All deliberations of the subcommittee and the names of nominees and candidates are confidential. Public statements are to be made only by the subcommittee chair, and all questions relating to the business or progress of the subcommittee are to be referred to the subcommittee chair for reply.

**IX.A.2.5** The secretary, in compliance with open meetings rules, will post all meetings, noting if any meeting will go into a closed session.

**IX.A.2.6** Evaluation meetings may be closed by majority vote of those in attendance (taken by

roll-call), for the purpose of discussing individual candidates. The subcommittee chair will announce entertaining of a motion **“to convene in a closed session to consider personal history information about applicants for the position of assistant professor of specify language as provided in section 19.85 (1)(f) of Wisconsin statutes.”** Upon completion of business in a closed session, the subcommittee may not reconvene in an open session within 12 hours, unless notice of the subsequent open session was included in the original meeting notice.

**IX.A.3** Prior to advertising a position, the subcommittee will submit to the appropriate offices all documents required by Human Resources, following current policy from that office and from the Office of Affirmative Action and Diversity.

**IX.A.3.1** The subcommittee will establish criteria for the evaluation of applications.

**IX.A.4** All material concerning individual applicants is confidential.

**IX.A.4.1** The department chair shall be the custodian of all application materials and shall be responsible for their maintenance and making them available both to the subcommittee and the Hiring Committee.

**IX.A.4.2** The chair will keep a list of all applicants, including those who withdraw at a later stage.

**IX.A.4.3** Each set of completed credentials shall be assigned a number (based on date of receipt).

A list of all applicants for a position shall be maintained and made available to all subcommittee members. Applicants requesting confidentiality may be identified on such lists by candidate number.

**IX.A.4.4** The assistant to the chancellor for affirmative action and diversity shall compile summary data on the sex and racial/ethnic background of the applicant pool from EEO forms returned to the Office of Affirmative Action and Diversity.

- IX.A.4.5** The subcommittee will insure balanced representation in accordance with guidelines and policies of the Office of Affirmative Action and Diversity.
- IX.A.5** Prior to advertising a position, the subcommittee will submit to the assistant to the chancellor for affirmative action and diversity all documents currently required by the Offices of Human Resources and Affirmative Action and Diversity.
- IX.A.5.1** The chair of the subcommittee will work with UW-L Advancement & External Relations regarding the wording and placement of advertisements.
- IX.A.5.2** Upon receipt of a written application, the subcommittee chair, with the assistance of the Academic Department Associate, will send an acknowledgement letter (see appendix for sample), accompanied by an EEO form (furnished by the AA Office, but with a candidate number added by the search contact person) and a Request for Confidentiality Form.
- IX.A.6** Each member of the subcommittee will review all candidate files.
- IX.A.6.1** The subcommittee will use the previously approved selection criteria to develop a pool of acceptable applicants.
- IX.A.6.2** After complete discussion of each candidate's credentials and application materials, the subcommittee will vote to a) Retain for detailed evaluation, or b) Remove from further consideration. Identify appropriate "reason code" (See list of codes on reverse side of Applicant Interview List form in *Faculty and Academic Staff Recruitment Reference Manual*). Candidates not retained may be notified in writing that they are no longer under consideration and thanked for their interest.
- IX.A.6.3** The subcommittee will present the Hiring Committee with a list of no more than twenty-five applicants
- IX.A.6.4** These twenty-five applicants may be interviewed at MLA if attending. Phone interviews may be conducted of candidates not attending MLA using a standard set of questions. For each call, a written record will be maintained. This would also be the appropriate time to ask if accommodations for disability are needed by any candidate.
- IX.A.7** Each member of the Hiring Committee will read and evaluate candidate files presented by the subcommittee.
- IX.A.7.1** The chair and secretary of the subcommittee will continue to serve in the same capacity on the Hiring Committee.
- IX.A.7.2** All deliberations of the Hiring Committee and the names of nominees and candidates are confidential. Public statements are to be made only by the chair, and all questions relating to the business or progress of the search are to be referred to the chair of the subcommittee for reply.
- IX.A.7.3** The secretary, in compliance with open meetings rules, will post all meetings, noting if any meeting will go into a closed session and/or an open session.
- IX.A.7.4** Evaluation meetings may be closed by majority vote of those in attendance (taken by

roll-call), for the purpose of discussing individual candidates. The chair will announce the entertaining of a motion **“to convene in a closed session to consider personal history information about applicants for the position of [assistant professor] of [specify language] as provided in section 19.85 (1)(f) of Wisconsin statutes.”** Upon completion of business in a closed session, the subcommittee may not reconvene in an open session within 12 hours, unless notice of the subsequent open session was included in the original meeting notice.

- IX.A.7.5** A meeting of the Hiring Committee will be called for the purpose of discussing the finalists and for the selection of a candidate or candidates to be interviewed. At this meeting, those who have conducted telephone or MLA interviews will share the results of their conversations.
- IX.A.7.6** After discussion of the candidates, each member of the Hiring Committee will submit a list of no more than ten top candidates. These lists will be tallied to determine a consensus list of no more than ten candidates.
- IX.A.7.7** Should a candidate fail to be advanced to finalist status on the initial vote, s/he can be brought to a re-vote only once. Any committee member may request a re-vote.
- IX.A.7.8** If desired, the Hiring Committee may conduct follow-up telephone interviews with the top ten candidates.
- IX.A.7.9** After the follow-up interviews (if required), the Hiring Committee will discuss and vote on each candidate to select those to be moved to the finalist status. A two thirds majority vote is required to advance a candidate to finalist status.
- IX.A.7.10** The three or four candidates receiving the most “yes” votes will constitute the top tier and will be invited to interview on campus. The second tier will include the remaining highly qualified candidates, whom the committee believes would be suitable for the position if the top tier candidates are unavailable or are determined to be unacceptable after an interview.
- IX.A.7.11** The list of candidates (clustered in two tiers) will be submitted to the chair of the department (if s/he is not the chair of the subcommittee).
- IX.A.7.12** The department chair may consult with the Assistant to the Chancellor for Affirmative Action and Diversity to determine whether the applicant pool generated by the search is sufficiently diverse, and whether individual candidates in these two tiers reflect the diversity of the pool, as determined from returned EEO forms.
- IX.A.7.13** After consultation with and approval from the dean, the chair will submit the Applicant List, identifying these two tiers of candidates, to the Assistant to the Chancellor for Affirmative Action and Diversity for approval to interview. This list must specify reason codes for all candidates for whom an interview is not sought.
- IX.A.8** After the Assistant to the Chancellor for Affirmative Action and Diversity approves candidates for interviews, via E-mail, with a copy to Human Resources, the chair shall contact each approved candidate to schedule a campus interview.
- IX.A.8.1** Personal interviews will be conducted with legal and identical/similar questions asked of each candidate, as indicated in the reference materials found at: <http://www.uwlax.edu/hr/fac.recruit.html>.
- IX.A.8.2** After gathering information, interviewing, etc., committee members will vote on the

finalists, one at a time. A two-thirds majority vote of the committee is required to move the finalist to the recommendation to hire.

- IX.A.9** The Hiring Committee will deliver its recommendation(s) to hire, with supporting information, to the dean. The dean will request the authorization of the Assistant to the Chancellor for Affirmative Action and Diversity and the Provost/Vice Chancellor to extend an offer. This communication is to be made via E-mail, with a copy to [recruit@mail.uwlax.edu](mailto:recruit@mail.uwlax.edu). More than one candidate may be approved to reduce delay if first/second candidate decline(s) offer.
- IX.A.9.1** If the candidate accepts the offered position, the Personnel Action Form will be completed and forwarded to the Human Resources Office, along with materials from the candidate's file that are needed to draft the contract letter and create the candidate's personnel file.  
(See <http://www.uwlax.edu/hr/fac.recruit.html> for a listing of this information.)
- IX.A.9.2** After selection has been assured, the chair of the subcommittee will notify all candidates not previously notified that the position has been filled.
- IX.A.9.3** The chair will prepare final committee materials and is responsible for the archiving or other disposition of committee records in consultation with HR.

#### **IX.B. Instructional Academic Staff**

Hiring policy and procedures are found at <http://www.uwlax.edu/hr/fac.recruit.html>.

#### **IX.C. Contingency Workforce (Pool Search)**

Hiring policy and procedures are found at <http://www.uwlax.edu/hr/instr.acst.POOL.search.htm>

- IX.C.1** At the beginning of each pool search cycle, the department will follow the procedures outlined in the Human Resources document entitled "Instructions for College Recruitment Pools for Part-time Instructional Academic Staff."  
(<http://www.uwlax.edu/hr/instr.acst.POOL.search.htm>)
- IX.C.2** When an opening occurs, the department chair shall convene a hiring committee composed  
of a minimum of three tenured or tenure-track faculty or Senior Lecturers, including at least  
one from each language for which there are currently openings. The committee shall elect a chair.
- IX.C.3** The Search and Screen Committee will be convened to perform an initial screening of the applicants to determine if any have the qualifications needed for the positions currently open.
- IX.C.4** Qualified applicants will be invited to campus for an interview. If an applicant has taught for the department in the past, the committee may elect to waive the campus interview.
- IX.C.5** Open meeting rules will be followed.
- IX.C.6** Recommendations will be forwarded to the dean, who makes hiring recommendations to the  
Assistant to the Chancellor for Affirmative Action and Diversity and the Provost/Vice Chancellor.

- IX.C.7** After the candidates accept, the dean will complete the Personnel Action Form and forward it to Human Resources so that a contract letter may be issued.
- IX.C.8** If a new opening occurs during the two years that the pool is active, the Department Chair shall convene a hiring committee according to the guidelines in 2.2. The committee will determine whether an adequate pool of candidates exists or whether the new opportunity needs to be advertised. If the pool is adequate, the committee will proceed to 2.3. If not, the position will be re-advertised and the process will proceed with 2.3-2.8.

**IX.D. Academic Staff (if applicable)**

Hiring policy and procedures are found at <http://www.uwlax.edu/hr/acst.recruit.html>.

**X. Student Rights and Obligations**

**X.A. Complaint, Grievance, and Appeal Procedures (can reference an appendix)**

**X.A.1.** Procedures for grade change appeals.

Period of Appeal: The student must file a written complaint by the end of the fourth week of classes in the fall or spring semester following the semester in which the grade was received.

Step 1: A student who thinks he has been unfairly graded should go directly to the teacher involved. If the student should go to any other faculty member, the latter should direct the student to the teacher involved in the matter. If the student and the teacher cannot resolve the matter, the teacher shall inform the student of the right to appeal to the Committee on Grade Change. The student shall then be referred to the Chair of the Department. The Chair of the Department will give the student a copy of the Procedure for Grade Change.

Step 2: The student must present the appeal in written form, with reasons and documentation for the complaint, to the Chair of the Department within 10 days after meeting with the teacher involved. The Chair of the Department shall then activate the Committee on Grade Change. If the student or the teacher wishes an open meeting, the committee must accede to this request. Any kind of proof, which will assure both parties due process shall be accepted by the committee.

Step 3: As soon as the formal hearing has taken place, the committee shall vote. The results of the vote shall be transmitted in writing within ten days after the hearing to 1) the Chair of the Department, 2) the student, 3) the teacher, and 4) the appropriate administrators. This vote does not force an instructor to change a grade, but rather is offered as a recommendation.

**X.A.2.** Voting for grade change appeals

1. A majority vote of the committee is necessary for a decision; in case of a tie, or in case there is no majority, the Chair of the Department shall resolve the matter. If the Chair of the Department is the teacher involved, then the chair of the committee shall resolve the matter.

2. The non-binding recommendation to change a grade shall be determined by a signed ballot vote by each committee member. If the Chair of the Department (or the Chair of the Committee) has to break the tie, or decide the question, this vote shall be by written ballot also.

**X.B. Expectations, Responsibilities, and Academic Misconduct**

Academic and nonacademic misconduct policy referenced:

<http://www.uwlax.edu/StudentLife/uws14.html>; <http://www.uwlax.edu/StudentLife/uws17.html>.

**X.C. Advising Policy (if applicable) (can reference an appendix)**

X.D. Other student policies

**X.D. 1 Retroactive Credit**

The student with previous course work and/or other language experience, who wishes to receive retroactive credit for it, is encouraged to enroll in a course appropriate to the student’s current level. In order to receive retroactive credits, according to the table below, the student must earn a grade of B or better in his/her first university course above the 101 level in a particular language. However, if a student received college credit for a course taken while still in high school (through Advanced Placement, Youth Options, or other cooperative agreements between secondary schools and colleges/universities), received a grade of B or better (if a grade was given), and did not receive retroactive credits at that time, retroactive credits may be awarded upon completion of the next level course at UW-La Crosse with a grade of B or better.

	<u>Retroactive Credits</u>	<u>Current Course Credits</u>
Elementary Language II (102)	4	4
Intermediate Language I (201)	8	4
Intermediate Language II (202)	12	4
Any Advanced Course EXCEPT Phonetics, Current Events or any other one credit course	16	3 or 4

- X.D. 1.1 Retroactive credit may be given in one or more languages. No retroactive credit is given for MLG 203 (Spanish for United States Hispanics) or for any phonetics course, Current Events 326 or any other one credit course.
- X.D. 1.2 Retroactive credit may be given to students with elementary or high school foreign language training or life experience in a language
- X.D. 1.3 Students enrolled in more than one course during their first semester of university course work must receive a grade of B or better in at least one of the courses in order to receive retroactive credit.

X.D. 1.4 Students participating in the CAPS program must take the placement exam and confer with a member of the department. Department members will advise students as to reasonable expectations for success in upper level course work.

X.D. 2 Advanced Placement Policy

A student who takes an Advanced Placement examination will receive credit for this work according to the following guidelines:

**Language Test** (French, German, Spanish)

Score of 3 4 AP credits for 202  
Placement in upper-level course (300+)  
Retroactive credits for 101, 102, and 201 will be granted upon completion of an upper-level course with a grade of B or higher.  
Total possible benefits: 4 AP + 12 retroactive credits = 16 credits

Score of 4/5 4 AP credits for 303 and 4 AP credits for 202  
Placement level in upper-level course (300+)  
Retroactive credits for 101, 102, and 201 will be granted upon completion of an upper-level course with a grade of B or higher.  
Total possible benefits: 8 AP + 12 retroactive credits = 20 credits

**Literature Test** (Spanish)

Score of 3 4 AP credits for 202  
Placement in Spanish 305  
Retroactive credits for 101, 102, and 201 will be granted upon completion of 305 with a grade of B or higher.  
Total possible benefits: 4 AP + 12 retroactive credits = 16 credits

Score of 4/5 3 AP credits for 305 and 4 AP credits for 202  
Placement in upper-level literature course  
Retroactive credits for 101, 102, and 201 will be granted upon completion of an upper-level literature course with a grade of B or higher  
Total possible benefit: 7 AP + 12 retroactive credits = 19 credits.

X.D. 3 General Education Proficiency Requirements

Non-native English speaking national and international students seeking degrees at this university may fill the foreign language "Skills" requirement/option via the "La Crosse Battery of Exams."

X.D. 3.1 Eligibility

- a. an international student with citizenship in a non-native English speaking country
- b. a non-native speaker of English (regardless of citizenship status) who began U.S. studies at the Middle School/Junior High School level or higher.

X.D. 3.2 Description of “La Crosse Battery” exam

The Michigan tests (30 minute listening exam, 75 minute reading comprehension, grammar and vocabulary exam plus a 15-30 minute oral proficiency interview, and a 30 minute composition exam) evaluated on the “Jacob’s” grading scale.

X.D. 3.3 Testing Procedures

- a. The exam will be given twice each semester (Fall and Spring)
- b. Students who earn a “70” on this exam will have fulfilled the language requirement at the  
102 level.
- c. Students who are on the borderline will be administered the 30 minute oral proficiency part of the exam
- d. Students may only take the La Crosse Battery three times, if wishing to fulfill the foreign language requirement. (Note: the ESL Institute has a rotating set of exams.)

X.D.4 Proficiency and Immersion Requirements for Certification to Teach a Foreign Language

- a. The Department of Modern Languages interprets the Wisconsin DPI teacher certification requirements for proficiency if the student has achieved a minimum level of the equivalent to intermediate high on the ACTFL Oral Proficiency Interview Scale
- b. The Department of Modern Languages interprets the Wisconsin DPI teacher certification requirements for study abroad/residency/or immersion to be fulfilled if:

1. a student seeking certification in the EC-A classification (previously, K-12) has participated in a pre-approved study abroad program for a minimum of one semester,  
including completion of INS 250, 251, and 252.
2. a student seeking MC-EA certification (previously 1-9) or EA-A certification (previously 6-12) for a second major or a minor has participated in a pre-approved study abroad program for a minimum of ten weeks, including completion of INS 250, 251, 252.

X.D.4.1 All students wishing to be certified must complete an oral proficiency exam with a professor in their language of study within one semester of return from study abroad. A certificate documenting the prospective student teacher's immersion experience and oral proficiency in the language to be taught will be kept on file in the Modern Language Department and a list of those students meeting the proficiency requirements will be forwarded to the Office of Field Experience as part of the approval process for admission to student teaching.

X.D.4.2 Teacher education candidates in MLG are required to consult with an advisor in the language of study, on a semester by semester basis, regarding the best way to insure success in both the Praxis II and oral proficiency exams. (Because each student's needs and

abilities are different, completion of the study abroad experience and required course work will not, in and of itself, guarantee passage of the oral proficiency exam.)

X.D.4.3 This policy will be posted and announced in all upper-level language classes at the beginning of each semester.

X.D.4.4 Placement policy for Native, Near Native and Heritage Speakers

Native, near-native and heritage speakers of a language other than English taught in the Department of Modern Languages at UW-L need departmental permission to enroll in 100/200 level language courses or GER300, FRE303/304, and SPA303/304, which are taught in the same language as their heritage tongue. Near-native and heritage speakers should undergo diagnostic measures of language ability [such as a writing sample or oral interview] prior to enrolling in a modern language course. See the department chair for further instructions and details about this policy.

X.D.4.5 Student Travel Fund

X.D.4.5.1 The Department of Modern Languages will fund up to 3 travel awards per year in the amount of \$60.00 each. These awards are intended to support student travel to professional conferences and to other academic activities that contribute to student learning in languages and cultures. Funding for these awards will come from the department UW-L Foundation account. Priority will be given first to students presenting and second to attendees. Students are required to submit a written request to the chair of the department of Modern Languages with the following documents: a) conference title, place, dates; b) presentation proposal; c) proof of acceptance to the conference. The Department Program and Planning Committee will determine the merit of the request. (Students are encouraged to seek matching funds from the dean of CLS.)

X.D.5 Study Abroad

X.D.5.1 Each language section shall approve equivalencies for university study in other universities.

X.D.5.2 A student pursuing a major or a minor in a foreign language at the University of Wisconsin-La Crosse, may earn up to 66% of the credit hours for the major requirement in a foreign country. Thirty-four per cent of the credit hours must be earned at UW-La Crosse. The student is required to take at least one 3 credit course in the language at UW-L after returning from the country of study.

X.D.5.3 A student has the right to petition this policy. In this event, each language section will evaluate the case in terms of the following criteria:

- a. Proficiency examinations (oral and written)
- b. Evaluation of the student's performance prior to the study experience in the foreign country

## **XI. Other**

## **XII. Appendices**

### **A. Department statement on scholarship**

The Department of Modern Languages divides scholarly activity into two categories: Professional Development and Research and Publication. Scholarly activity can be in

any of the fields related to language study and teaching: language acquisition, application of technology to language learning, cultural studies, literary studies, language pedagogy, applied linguistics, and translation.

Professional Development. In this category are included earned university credits beyond the highest degree attained; participation in seminars, institutes and workshops; chairing a session at a professional meeting; foreign study and travel; and books and professional journals that are read.

Research and Publication. This category includes publications that have been authored and copyrighted, with the place and date indicated; grants that have been authored and submitted whether funded or unfunded; papers or presentations at professional meetings; manuscripts that have been submitted, whether accepted for publication or not; and on-going research.

**Appendix B. Teaching observation form**

***Observation Form***  
**Department of Modern Languages**

Faculty: \_\_\_\_\_ Class visited: \_\_\_\_\_

1. Planning (evidence of ):

Observations:

Suggestions:

2. Classroom Activity (Questioning, lecturing, discussion, demonstrating, etc.):

Observations:

Suggestions:

3. Interpersonal Skills:

Observations:

Suggestions:

4. Other observations and suggestions:

## Appendix C

### Evaluation and Review of Credentials

#### Teaching

The faculty member:	+	=	--	Comments
Has a good knowledge of the subject matter				
Plans lessons well and explains clearly what is expected of students				
Uses the target language in class appropriately				
Uses teacher-centered and student-centered activities appropriately				
Provides opportunity for students to improve target-language skills in areas appropriate to course content				
Uses feedback from students and peers to improve teaching				
Stimulates interest in the subject matter				
Has appropriate objectives for each class				
Encourages critical thinking				
Is available to students for advising and for help				
Uses technology to enhance instruction				
Shows commitment to diversity objectives				
Serves as an undergraduate mentor for research projects and papers				

#### Scholarship

The faculty member:	+	=	--	Comments
Reads current literature in his/her field of interest				
Stays abreast of current professional issues in foreign language pedagogy				
Attends at least one professional conference a year				
Has identified at least one area of on-going research and publishes one paper or presents at one major national conference per year				
Shows commitment to diversity objectives				
Serves as an undergraduate mentor for				

research projects and papers				
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**Service**

The faculty member:	+	=	--	Comments
Serves on at least one department committee each year				
Serves on one university committee at least three of the five years under review				
Has participated in department meetings on a regular basis				
Contributes to the department's work in a positive manner				
Shows commitment to diversity objectives				
Serves as an undergraduate mentor for research projects and papers				